



American Consulate General, Chennai

June 30, 2010

Vacancy Announcement

American Consulate General, Chennai, is seeking an individual for the position of Information Specialist in Public Affairs section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2010-14

OPEN TO: All Interested Candidates

POSITION: Information Specialist

NUMBER OF POSITIONS: One (MLA730001)

OPENING DATE: June 30, 2010

CLOSING DATE: July 14, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-5 (steps 5 thru 14)*
Ordinarily Resident: Grade: FSN-10*

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

The incumbent serves as the chief information & media advisor to the Public Affairs Officer (PAO), Information Officer (IO), Public Diplomacy Officer (PDO), the Consul General and other American officers at the U.S. Consulate, Chennai, a constituent post whose district encompasses three states and a Union Territory (Pondicherry) with a total population of over 170 million. With over 40 major print media centers, 200 publications, 50 regional TV channels, a dozen major web portals, and about 70 FM radio stations, the LES Information Specialist counsels on USG media initiatives and reaction of local media and designs media placements in print, TV, web, radio and other media based on MSP themes. As the supervisory Information Specialist, supervises three Information Assistants taking care of three south Indian languages and an Information Assistant (webmaster). With a wide knowledge of Indo-US relations, regularly assesses local media reporting on political, social and economic developments. In the other key role, serves as the English language editor: works independently to place USG press releases, IIP materials, and programs, AETN products; arranges print, electronic, radio and web interviews in local English language media. Monitors the English language media reports in print, TV and other media; maintains daily personal contact with English media editors, key journalists, TV networks, government officials to promote placements and monitor political/economic developments in the English language media outlets. Also drafts speeches for the Consul General and other post officers, press releases, news features, prepares daily media reaction reports, weekly media roundups on significant national and international political/economic/social issues; reports on media bias focused on important political/economic events and other reports sought by New Delhi and Washington. Updates the district's portion of the Mission's press institutional analysis and advises IO, PAO, Consul General and other Consulate officers on interactions with the media.

QUALIFICATIONS REQUIRED:

- Master's degree in a social science or journalism with specialized journalism training is required.
- Seven years of work experience in a senior journalistic position with a reputed media outlet in the Consular district.
- Level V (Interpreter) in English with exceedingly strong writing skills is required; Level IV (Fluency) in one or more Indian languages is required.
- Excellent knowledge of Indian political and socio-economic milieu; full and detailed understanding of South Indian media and mass communication environment is required. A good general knowledge of American social, political and cultural history is essential.
- Ability to write concisely and fluently; familiarity with all forms of media: print, electronic, and online; ability to select material for press placement, suitable media environment, and familiarity with editors' requirements. A person with high-level professional expertise, contacts and standing, must have sound political judgment to be able to advise and guide PAO/IO/CAO on all aspects of Public Affairs media operations.
- Familiarity with computer programs such as Word, Excel, Power Point. Must have strong analytical, organizational and communication skills.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website

<http://chennai.usconsulate.gov/pdfs/jobs-and-others/hr01form.pdf>

Click on “Application for Employment” hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K Ballard
Management Office
220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert “CHE-PSAP-2010-14” (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business July 14, 2010.

An Equal Opportunity Employer

Approved: M: Juliana Ballard
Cleared: PAS: Constance Jones
Drafted: M/HR: Vijaya Mahesh